

Missouri State Library  
Office of the Secretary of State

Library Services & Technology Act  
Federal Grant Program

# **After School Connections**

Grant Application

Fall 2006

**Missouri Five-Year State Plan  
For the Use of  
Library Services and Technology Act (LSTA) Funds  
Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

**MISSOURI STATE LIBRARY**  
**LSTA After School Connections Grant Program**  
**Information & Guidelines**  
**Fall 2006**

**I. Grant program description**

After School Connections is designed to allow public libraries to provide after school experiences for youth who do not traditionally use the library. The purpose of the grant program is:

- to provide positive and enriching experiences for youth, which will develop their reading skills;
- to introduce library services and stimulate their use;
- to provide opportunities for positive interactions for youth with their peers and adults.

After School Connections grant funds may be used to develop a series of after school programs for youth in grades four through ten who do not traditionally visit the library. Projects can encourage reading and writing activities; provide homework help; introduce youth to library technology; offer volunteer opportunities; showcase topics in the library collection; or offer other activities deemed eligible by the State Library.

**II. Grant priorities**

The following are key elements in designing a project that will receive priority for funding under the After School Connections program:

- Targeted audience: Targeting a specific group of youth provides definition and consistency to the project. Proposals must define the targeted group of non-users which the library will attempt to attract with the after school program. This might be an organized group (a Boys and Girls Club; a YMCA after school group), or a general underserved audience (a recent immigrant population, sixth grade boys from a school with a high percentage of youth receiving free and reduced lunch). Identifying the entire population of youth in a wide age range is not an acceptable definition of a targeted group of non-users. Promotion of the after school programs to a targeted group should not exclude other youth who wish to participate.
- Youth participation: Libraries must involve the targeted audience of youth in the development of the project concept and the activities that support the project concept. **Prior to applying for grant funds**, libraries must meet with youth representatives from the target audience to identify the needs to be met by the grant project and allow the youth to participate in determining what activities will support the needs. For instance, a meeting with five to seven sixth grade boys from a lower-income school district, who do not use the library, may yield a desire to learn how to develop Web pages. The boys can help the library staff

determine how to help them gain these skills, what equipment and supplies may be needed, space needs, etc. These activities can be outlined in the grant application and the funding needs to support the activities incorporated into the grant budget worksheet and narrative.

- Targeted promotion: Proposals must outline the strategies the library will engage in to promote the program to the targeted audience of young people. Organized, proactive promotion (i.e., calling and inviting specific groups, classroom visits, working closely with specific teachers or youth leaders) yields more successful attendance than broad-range publicity (i.e., posting flyers in the school).

The grant period runs from January 1, 2007, through December 31, 2007. Projects may be proposed for fewer than 12 months. Program series should last a minimum of four weeks and a maximum of twenty weeks, with a minimum of one program per week, and a maximum of five programs per week.

After School Connections program series may be conducted at multiple branches or service centers of library systems; however, each series of programs must be conducted in its entirety at a specific branch outlet. Program series may not be spread across multiple branches or service centers within a system. At the discretion of the State Library, the State Library may require that an applicant submit additional information or supplemental proposals to receive an award of grant funds.

### **III. Eligibility**

This grant is open to all public libraries certified to receive state aid.

### **IV. Funds available**

Each library system may apply for a *minimum* grant request of \$500 per library branch or service center.

### **V. Matching funds**

No local matching funds are required.

### **VI. Allowable and unallowable costs**

Allowable costs include, but are not limited to:

- Training costs for volunteers.
- Art and other programming supplies for project-related activities.
- Refreshments for project-related activities.
- Special speakers (limited to honoraria and expenses and only for project-related activities).
- Publicity, mailing, printing costs.

- Cost for additional staff or staff hours specifically related to the project.<sup>1</sup> For example, a library may use grant funds to pay an existing part-time employee for extra hours to plan and implement the programs, or a library with limited staff may hire a qualified individual at an hourly rate to plan and implement the programs.
- Computer and other equipment. All computers purchased with LSTA grant funds must meet minimum specifications established by the Missouri Secretary of State's Office; please refer to "Computer Minimum Specifications," attached.
- Costs to transport youth from school or afterschool agency (i.e., Boys & Girls Club, YMCA, or other after school business or organization) using bus or other valid student transportation service. Costs to transport youth from their homes to the library are not allowed.

Unallowable costs include, but are not limited to:

- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends on planning and implementing the programs).
- Collection development acquisitions.
- Transportation for field trips.
- Vehicles.
- Incentives, prizes or gifts.

## VII. Large Purchase Documentation

If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your library's procurement guidelines (example-Missouri State Library's specified amount is \$3,000), you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of the vendors, date of bid requests, and amount of bids. Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

*Documentation of a bid process involves writing down the information gathered during research of a purchase. A **bid process** is choosing the best buy from among at least three vendors. **Documentation** is information from different vendors through newspaper ads, quotes received by fax, website quote pages, or estimates received over the phone written on a sheet of paper. The **documentation of this process**, writing down how you made the decision to buy the equipment from the vendor, is to be part of the grant project file.*

## VIII. Reporting requirements

Libraries awarded After School Connection grants are required to submit narrative, statistical, financial and evaluative reports regarding the project. Copies of surveys,

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<sup>1</sup> Libraries using funds to pay for additional staff hours need to maintain in the grant folder time sheets or other documentation that show the time paid to employee was spent solely on the grant project tasks.

promotional materials, brochures, evaluation results and other documents produced as part of the grant project must accompany the final narrative report.

## **IX. Grant monitoring**

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, “grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity.”

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

## **X. Review of applications**

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to State Librarian.
- State Librarian makes recommendations to the Secretary of State.
- Secretary of State makes final decision.
- **To be eligible for review, grant applications must be postmarked by October 4, 2006 or hand delivered by October 5, 2006. Only complete application forms from eligible institutions will be reviewed.**
- No grant funds may be encumbered or expended until the prescribed grant period and until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

## **XI. Assurances**

### **Before you apply:**

Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded.

1. How payments are made:  
Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).
2. Disbursement of funds by grantee.  
Federal regulations require the grantee to expend (disburse) all grant payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How the grant will be paid:

Grantees are paid 35% of the total grant amount upon return of signed Assurances and Certifications, which will be mailed with the Notice of Award letter. A second payment of 35% of the total grant amount is awarded upon submission and approval of the Second Interim Report and Request for Second Payment by the State Library.

A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request are due no later than 30 days after completion of the project or the end of the grant period.

**Mail completed application forms to:**

Diana Very, LSTA Grants Officer  
LSTA Grant Application  
Missouri State Library  
600 West Main Street, PO Box 387  
Jefferson City, MO 65102-0387

**For further information, contact:**

Nancee Dahms-Stinson, Youth & Senior Services Consultant  
Telephone 573-751-1821 or (in Missouri) 800-325-0131, ext. 5.  
E-mail: [nancee.dahms-stinson@sos.mo.gov](mailto:nancee.dahms-stinson@sos.mo.gov)

## **CIPA COMPLIANCE**

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded. If triggered, CIPA will require a grant recipient to certify that it has in place a policy of Internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with Internet access. The nature of the certification depends upon the type of library making application.

**MISSOURI STATE LIBRARY**  
**LSTA After School Connections Grant Program**  
**Application Instructions**  
**Fall 2006**

*Please call Diana Very, LSTA Grants Officer, 1-800-325-0131 ext. 16, if you have questions about the instructions or application form.*

**GENERAL INSTRUCTIONS**

- Use the enclosed application form. The application form is not to be changed in any way.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- All narrative materials are to be typed double-spaced on plain sheets, with the library's name at the top of each sheet. Attach this narrative to the back of the application form.
- Original signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, notebooks, or staples.

**ITEMIZED INSTRUCTIONS**

**Part I -- Application Form**

- *Project number*—Leave blank.
- *Name of library*—Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vendor # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vendor ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*—Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address and phone number.
- *Project Title*—Provide a brief title for your project.
- *Total population of library's legal service area*—Using the latest available census figures, give the population of the legal service area for all participating agencies.
- *Estimated number of youth to be served by this project*—Give a realistic estimate, based on the best and most current information available, of the number of targeted

people the project will reach. The Missouri State Census Data Center website may be found at: <http://mcdc2.missouri.edu/>.

- *LSTA funds requested*—Show the total amount of grant funds you are requesting. Round to the nearest dollar.
- *Project description*—Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II.

## **Part II—Program Narrative**

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

## **Part III—Budget Worksheet and Narrative**

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application. The budget narrative is a clearly defined breakdown of all costs mentioned in the budget worksheet. This should be used to explain how these items will be used in the program and their relationship to each other. For example, explain the connection of purchasing supplies to the overall program involvement or explain how a speaker's cost is broken down.

## **Part IV- Certification and Signatures**

*Signature of Library Director*—The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

*Signature of Library Board President*—The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

## Application Review

Grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
Application identifies and defines a specific audience				
Project addresses the identified need(s) of target audience				
Application demonstrates adequate youth participation in project planning, development and implementation				
Application demonstrates strong project plan and manageable timeline				
Appropriate and proactive promotional strategies to attract unserved or target audience				
Scope is compliant with guidelines				
Allowable costs				
Budget detailed and justified				
Evaluation/Outcomes measure impact on audience behavior, knowledge, skills and/or attitudes				

**MISSOURI STATE LIBRARY**  
**LSTA After School Connections Grant Program**  
**Application Instructions**  
**Fall 2006**

Project # \_\_\_\_\_

**Part I – You must use this sheet as page one of your application** *Please type.*

Name of library: \_\_\_\_\_

Federal Tax I.D. # or MO Vendor # if different: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

Library director: \_\_\_\_\_

Project director (contact person): \_\_\_\_\_

E-mail address/phone of project director: \_\_\_\_\_

**Project title:** \_\_\_\_\_

Total population of library's legal service area: \_\_\_\_\_

Estimated number of youth to be served by this project: \_\_\_\_\_

**LSTA funds requested:** \$ \_\_\_\_\_

Local funds to be used (optional) \$ \_\_\_\_\_

**Project abstract (not to exceed 250 words):**

## Part II: Program Narrative

### After School Connections Program purpose:

- To provide positive and enriching experiences for youth which will develop their reading skills
- To introduce library services and stimulate their use
- To provide opportunities for positive interactions with their peers and adults.

### Statement of need

1. Briefly describe your community's need for this project.
  - a. Explain why this project is needed to improve services to the target audience. Identify the specific audience that will be invited to participate, including reasons why this audience is being targeted. Include a brief summary of the youth meeting described in the Youth Participation section of the Grant Priorities. Include in the summary, the number of youth who attended, a description of how you solicited their assistance, the need or needs identified by the youth attending the meeting and the activities they suggested to support the project.
  - b. Identify the locations/branches at which each program series will be implemented.

### Project Summary

2. Provide a summary of the project.
  - a. Indicate on which of the eligible areas the project will focus. Projects may focus on more than one topic. Eligible areas include reading and writing enrichment activities; homework help; library technology; volunteer opportunities; topics in the library collection; or other proposed activities deemed appropriate by the State Library.
  - b. Clearly describe your proposed project. Include a project action plan that describes each component of the project as well as the types of activities in which the youth will participate.
  - c. Provide a timeline with tentative dates for the project components.
  - d. Indicate the number of weeks the after school program will run, the number of sessions that will be held each week, and the number of hours each session will last, (i.e., *"The program will run for 10 weeks, from February 1 through May 30, with four sessions per week. Each session will last for three hours, from 3:00 p.m. to 6:00 p.m."*)
3. Describe how youth will be involved in planning and developing the project and its activities.
  - a. Indicate how you will initiate their involvement.
  - b. If youth will participate in the project implementation, discuss the level and scope of their involvement. Youth participation refers to the involvement and input youth contribute to the project goal, its development and its implementation.

4. Outline the promotional strategies you will use to encourage attendance by the targeted audience. Proposals which do not indicate organized, proactive strategies that focus on the specific audience identified for the project will be rejected.
5. If volunteers will be used to plan and/or implement the project, provide an outline of the agenda that will be used to train volunteers.
6. If partnerships will be sought to implement the project, provide a list of the entities with which the library will cooperate and explain why these partners have been chosen. Describe what each partner will contribute to the project. **Attach a letter of support from each partner, written to the project director, outlining the partner's commitment, including any contributions of resources.**

### **Evaluation**

7. Present a plan to establish the impact the project will have. This section should include strategies to determine what difference the project has made on the youth participating and on the community, if appropriate. What changes do you want to see in behaviors, attitudes, knowledge, life conditions or skills of the youth who participate in the project, and how will you measure the changes?
  - a. Use quantitative and qualitative assessments.
  - b. Append sample evaluation forms.

## Part III—Budget Narrative and Worksheet

### Budget Narrative

Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Provide justification for all costs and a *thorough* description of each budget item. Requests for speaker/presenter costs must include fees and a thorough summary of travel expenses. Requests for equipment must be project specific, appropriate to the project, and justified. If requesting funds for equipment, include the specifications and unit price of each piece. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Requests for staff costs for salaried personnel are ineligible. *Provide explanations for both federal and local funds.*

### Budget Worksheet

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application.

Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, “door prizes,” “incentives,” or any type of “gift” to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative

**After School Connections Grant Program  
Budget Worksheet**

<i>Library Name:</i>				
<i>Project Title:</i>				
<b>Category</b>	<b>Item Description</b>	<b>Basis for Cost Estimate</b>	<b>Total Cost / LSTA Funds</b>	<b>Total Cost / Local Funds</b>
<b>Personnel – Salary &amp; Fringe Benefits</b>			\$	\$
<b>Travel</b>			\$	\$
<b>Supplies</b>			\$	\$
<b>Equipment</b>			\$	\$
<b>Contractual</b>			\$	\$
<b>Total Project Costs</b>			\$	\$

***Libraries awarded project funds will have the authority to move up to \$300 between line items within their final proposed budgets.***

### Computer Minimum Specifications

<u>Desktop PC:</u> Minimum specifications: Pentium 4 processor; 1 GB SDRAM; 40 GB Hard drive; 19" conventional or flat panel monitor; CD-Rom/DVD-Rom drive (networked)
<u>Laptop PC:</u> Minimum specifications: Pentium 4 processor; 1 GB MB SDRAM; 30 GB Hard drive; CD-Rom/DVD-Rom drive; (networkable and wireless capable)
<u>Lab Server:</u> Minimum specifications: Pentium 4 processor; 2 GB SDRAM; 80 GB hard drive; 19 inch monitor; Rewritable CD-Rom/DVD-Rom drive.

All computers purchased with LSTA grant funds must meet these minimum specifications established by the Missouri Secretary of State's Office.

## PART IV: CERTIFICATION AND SIGNATURES

**ATTENTION: You must use Cover Page, Budget Worksheet, and Certifications and Signatures for your application. Program Narrative and Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages. This page must be the last page of your application.**

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

*We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.*

\_\_\_\_\_  
Type name of Library Director

\_\_\_\_\_  
Type name of Library Board President

\_\_\_\_\_  
Signature, above official (in blue ink)

\_\_\_\_\_  
Signature, above official (in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Mail completed applications to:***

Diana Very, LSTA Grants Officer  
LSTA Grant Application  
Missouri State Library  
600 West Main Street, PO Box 387  
Jefferson City, MO 65102-0387

**Application deadline: October 4, 2006 (postmarked)**

For State Library use only:

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

\$\_\_\_\_\_ Amount Awarded

*These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.*

